



Metropolis User Guide

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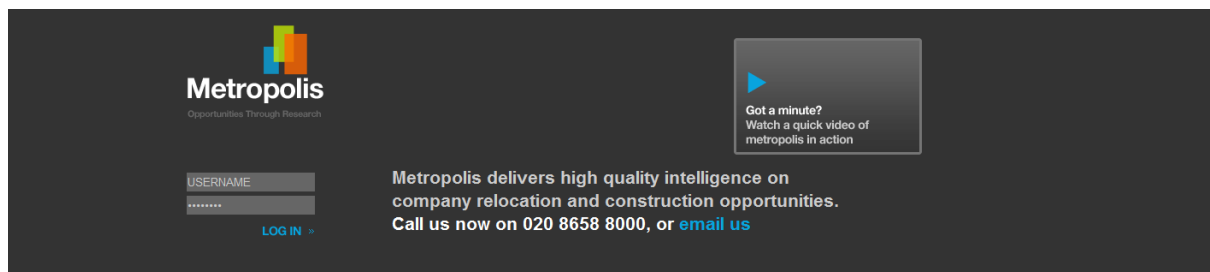
Two short video guides for Keyword and Big searches can now be viewed at the Metropolis YouTube Channel www.youtube.com/user/MetropolisPR



1. Getting started

This document is designed to help both new and current users of Metropolis get the most value out of the 50,000 + records on the system. Metropolis is designed to be fast and easy to use, and holds a wealth of information at your fingertips that can help your company identify new business opportunities. These opportunities can be retrieved through the main page and the Big Search screen. Becoming familiar with the different search techniques will help you save time by identifying those prospects that are of most interest to you and generate tailored calling reports from day 1 of your subscription.

To access the system, first ensure you are connected to the internet and direct your browser to www.metroinfo.co.uk. Most popular web browsers can access the online database, including Internet Explorer, Firefox and Safari. The database can also be accessed via some smart phones such as the iPhone.



How can we help you?

The philosophy of Metropolis is simple: deliver high quality intelligence via the web to a small number of clients. This ensures our subscribers get a real competitive advantage, and keeps our renewal rate at a healthy 85%.

Metropolis is an exclusive club; to maximise the benefits of the service to clients, each sector has a limited number of subscribers (up to a maximum of 8). Subscribers not only get access to the very latest leads, but also get unlimited access to the 50,000-plus leads on the system.

The Metropolis web service is kept simple to allow fast retrieval of data, and is available on most popular portable devices, including Blackberry & iPhone.

The Metropolis Home Page where user login occurs

Enter your Username and Password in the two corresponding boxes provided. Press [Log In](#) to submit your details.

Your Metropolis username and password is linked to the computer or smart phone you are using. The first time you login to Metropolis a link will be displayed asking you to authorise the current machine as the access point for the online database. Selecting this link will generate an automatic email which will contain an authorisation link, sent to the registered email address of your account. Selecting the link within the email or copying and pasting it into the address bar of your browser will allow you access to Metropolis. Please note database access is tied to both your computer/smart phone and web browser.

If you need to access Metropolis on a different computer, or different web browser, this process will need to be repeated.

2. Last 7 days news: working with the data

Viewing lead records:

Once you are logged in, you will be taken to the Latest News screen. This page contains all the leads entered onto the system in the past 7 days in date order, with the latest leads at the top of the page.

Each lead is accessible via its headline. Simply click on a headline of interest to expand the story and reveal the text. Underneath each headline are also details of when the lead was entered onto the database, the lead category, where the project is located and whether the lead is new or an update on a previous lead story.

Latest news ▸ Last 7 days ▸

Latest News

Filter results by ⓘ

Last 24 Hours

Last 7 Days

Just show me new ones

By Weeks ▾

By Lead Type ▾

Other options

Reset search

Recent searches ▾

Big search

Expand All

Create PDF with Results

165 RECORDS

TAG ALL | UNTAG ALL

2011 start for refurb phase 2

12.11.10 | Space Found | Motherwell | New

Website provider looks to 2012

12.11.10 | Potential Mover (Corporate) | Keighley | Update

Chamber to search in 2011

12.11.10 | Identified Requirement | Leeds | Update

The Leeds, York and North Yorkshire Chamber of Commerce (LY&NYCC) has told Metropolis that it will start to look into property options in mid-2011. The LY&NYCC's current office at 28a York Place, LS1, is owned by West Quarter Limited who have permission demolish the site to make way for a 8,082 sq m (87,000 sq ft) 6-storey office block. Ian Williams, Director of Business Representation and Policy, will be responsible for the search and can be reached at White Rose House, 28a York Place, Leeds, LS1 2EZ (0113 247 0000). Gary Williamson is chief executive officer and Clare Frain is PA to the board. Melanie Coward, HR manager, may also prove a useful contact. The LY&NYCC employs about 40 staff. (Update 65854).

[Related news items] [Comment on this story]

Contacts related to this news item:

Ian Williams DirectorLeeds, York and North Yorkshire Chamber of Commerce 0113 247 0000

White Rose House, 28a York Place, Leeds, LS1 2EZ

Companies referred to in this news item:

Leeds York and North Yorkshire Chamber of Commerce

[Check last 12 months' news]

[Visit their website]

Story ID - 69202

Date Entered - 12-Nov-2010

Update - Yes

Law firm lease expiry

12.11.10 | Potential Mover (Corporate) | Manchester | New

Strand refurbishment

12.11.10 | Space Found | Central London - West End | New

Web company to move in January

12.11.10 | Space Found | Leeds | Update

My Portfolio

My Tags ⓘ

My Postcodes ⓘ

My Reminders ⓘ

Early days for accountant search

Baker Tilly | 10/01/2011

Top 10s...

Law Firms

Clyde & Co |

McDermott Will &

Emery | Pinsent Masons

| Greenberg Traurig |

Shoosmiths | Orrick

Herrington & Sutcliffe |

Allen & Overy |

Beachcroft | Speechly

Bircham | Lovells

Overseas Banks

Investment Banks

Media

Latest news page

Expanding and Contracting the full lead list

You can expand all the headlines for quick browsing of news stories by clicking on [Expand All](#) in the left hand option menu. Stories can also be contracted again by selecting [Contract All](#).

Metropolis Property Research Ltd

01296 631 186

www.metroinfo.co.uk

Filtering by Lead Type

The Latest News can also be filtered by the four Metropolis lead types:

Potential Mover leads contain early information on companies/organisations which are likely to be in the early stages of planning a relocation or building project. This might be due to a recent merger, takeover, new business venture or perhaps the need to combine several disperse offices into a single location. This type of lead is normally of most interest to architects, project managers and commercial estate agents.

Identified Requirement leads are stories on companies/organisations that are actively looking for office and/or industrial space. They may have agents appointed and would normally want to complete a move within 12 to 24 months. This is perhaps the most popular lead type, as the company is a confirmed mover but has not found a property yet so is less likely to have chosen suppliers for the relocation when compared to a space found move.

Space Found leads contain details on companies/organisations which have found new space to move to and may be moving in the next few months, or in the case of pre-lets, in the next year. This lead type also includes office refurbishments and projects in the education, leisure and healthcare sectors.

Development Project leads specifically report on developer-led construction projects, and do not normally include details of occupiers. Leads of this type will typically provide details of the developer of the office/industrial scheme, the architect, the main contractor and details of the construction timetable. This type of lead is of most interest to developers, architects, contractors and companies wishing to specify building products.

To filter by lead type select one of the four categories on the left hand side of the screen.

Lead Type

Identified Requirements

Potential Movers

Space Found

Development Projects

Filtering by Weeks

You can filter the results list on the Latest News page by lead issue week number. The week number corresponds to the number of the week in the current year and the date in brackets is the starting point of the week.

Using the example below, Week 45 would contain leads researched between 31st of October and 6th November. The last four week numbers are displayed for searching.

By Weeks	⌵
Week 45 (31/10/10)	
Week 44 (24/10/10)	
Week 43 (17/10/10)	
Week 42 (10/10/10)	

Please note this filter option will not display the full results of the particular week of leads but will filter the current results list by the week concerned. To produce a full copy of a particular weeks' leads click [MORE SEARCH OPTIONS](#) and select a Week no from the drop down menu.

Filtering by week number is particularly useful when combined with a **My Postcodes** results list. For example you can select your preferred postcode group and then filter it by week number to produce a list of leads for that week that fall within your defined postcode area.

Displaying new leads only

To filter-out updated leads and display new lead stories only, click on [Just show me new ones](#) on the left hand menu. Please note this will only filter the last seven days news. Searches can also be filtered by new or update leads via [Big Search](#).

Last 7 Days
Just show me new ones

Last 24 hours leads

To only view the leads in the last 24 hours, click on the link in the left hand menu.

Last 24 Hours

[Last 7 Days](#)

Navigating to recent searches

You can quickly navigate back to recent search result lists by expanding the recent searches menu under **Other options**. The last 5 searches performed are displayed here.

Recent searches



[mayfair](#)

[gensler](#)

[nomura](#)

[lease%2520expiry](#)

[refurbishment](#)

Breadcrumbs

Breadcrumbs provide a visual reminder of the various steps undertaken when navigating the Metropolis online database.

[Search Results](#) ▶ ["HSBC"](#) ▶ [01/02/99 to 09/03/10](#) ▶

Resetting your search

To reset your search at any time and return to the [Last 7 Days](#) news list click on [Reset Search](#) in the left hand menu.

[Expand All](#)

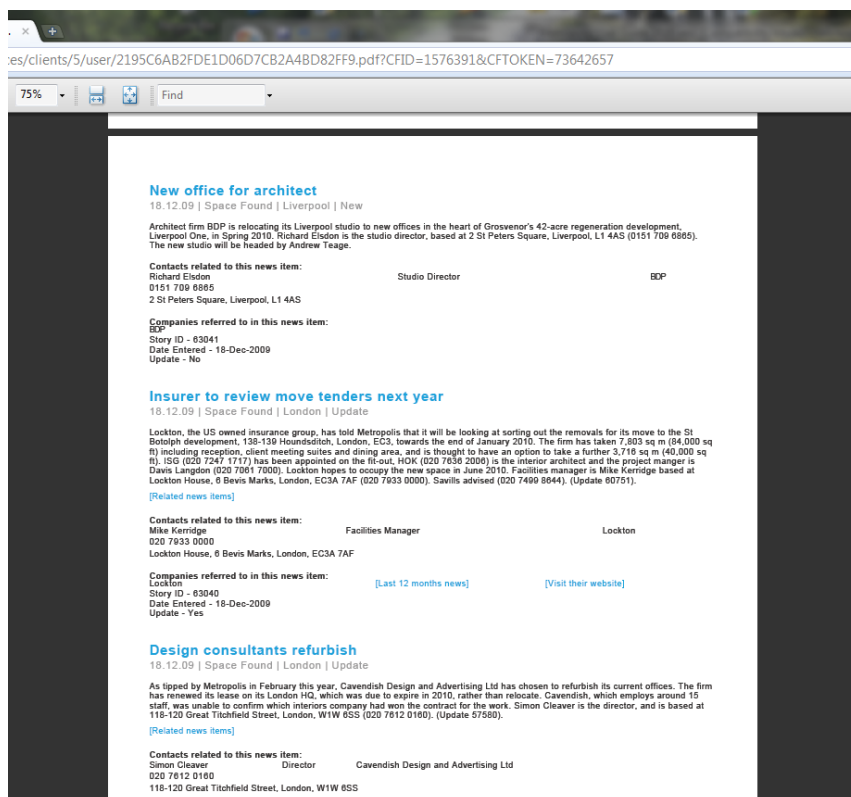
[Create PDF with Results](#)

[Reset search](#)

[Big search](#)

Creating a PDF of results

To create a PDF document from your results list, select [Create PDF with Results](#) on the left hand menu. Your pdf document will open in a new window, and can be saved on your computer for future reference, or printed. You can create a PDF from any results list, including those saved within **My Tags**.



Creating a PDF of your results list

3. My Portfolio

My Tags

My Tags provides users with the facility to tag individual or groups of leads to a tag name that can be specified by the user.

My Portfolio

My Tags

Hot prospects | **Law firm**
requirements | London
requirements | **November sales calls**
| Scotland | Yorks & Humber

Tagging leads is a quick way to file leads so that they are quickly available when you next login to Metropolis. Tag names can be specified by the user – use a system that suits you best!

My Postcodes

My Reminders

An individual lead can be tagged by clicking on the small icon to the right of the lead story headline which looks like a shield containing a white cross (see pic below).

Card provider on the move

19.11.10 | Identified Requirement | Central London - West End | New



Investment manager looks for space

19.11.10 | Identified Requirement | Central London - West End | New



When the tag icon is selected a pop-up box will appear offering the option to add Notes, set a reminder and choose a tag for the lead that has been selected.

My Portfolio: Card provider on the move

Notes

Add to my reminders on at

☐ Send calendar notification (Outlook, iCal)

Please ensure you have timezone support enabled in your calendar app to receive the correct time during BST

Tag this story (Why use tags?)

Tags you've used before (just click to edit)

Hot prospects, Law firm requirements, London requirements, November sales calls, Scotland, Yorks & Humber

Suggested tags

Identified Requirement, London, UK - Greater London, Financial - Services, Week 46 2010, Tuxedo Money Solutions, W1,

CANCEL SAVE

Pop-up box appears when an individual lead is selected for tagging

Adding notes is optional but is a useful way to record the result of a conversation with a sales prospect. Notes added to leads via tags can be viewed at any time by clicking on the blue shield icon or hovering your mouse pointer over the icon which represents a lead that has been tagged (see pic below). Please note the popup box may not display on all browser versions.

Card provider on the move
Added 19/11/10, StoryID 69324

Notes
May want a meeting next week. Call John back on Monday and email over a brochure.

Tags
Hot prospects

136 RECORDS TAG ALL | UNTAG ALL

Card provider on the move
19.11.10 | Identified Requirement | Central London - West End | New

A reminder can also be set at this stage which is added to the “My Reminders” list found located under “My Postcodes”. Setting a reminder is also optional.

In order to set a reminder you will need to select both a date and time for the reminder. You can do this by clicking into each of the two white boxes and picking a date from the calendar and a time from the pre-defined time slot selections. Please note a reminder cannot be set in the past.

My Portfolio: Card provider on the move

Notes
May want a meeting back on Monday and

Calendar: November 2010

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Add to my reminders on ☐ Send calendar notification (Outlook, iCal)

Please ensure you have timezone support enabled in your calendar app to receive the correct time during BST

Tag this story (Why use tags?)

Tags you've used before (just click to edit)
Hot prospects, Law firm requirements, London requirements, November sales calls, Scotland, Yorks & Humber

Suggested tags
Identified Requirement, London, UK - Greater London, Financial - Services, Week 46 2010, Tuxedo Money Solutions, W1,

DELETE CANCEL SAVE

Setting a reminder date and time

When setting a reminder time you can choose whether the reminder is am or pm, select the hour of the reminder and also the minutes past the hour. Once a reminder date and time is set you can choose to send an email reminder to your Outlook or iCal calendar program. Ticking this box will generate an automatic email which will be delivered to the email address you registered with Metropolis when subscribing.

Metro notification for story: Card provider on the move (ID 69324)

support@estatestoday.co.uk

Sent: Fri 19/11/2010 16:26

To: s.sluszny@btinternet.com

Message | 4755_042536.ics (710 B)

Please find your calendar invitation attached.

Opening the .ics file attached to the automatically generated email should open your calendar program and provide you with the option of saving the reminder to your calendar diary.

Metro notification for story: Card provider on the move (ID 69324) - Appointment

Appointment | Insert | Format Text

Save & Close | Invite Attendees | Delete | Appointment | Scheduling | Show

Show As: Busy | Reminder: 30 minutes | Recurrence | Time Zones | Categorize | Private | High Importance | Low Importance | Spelling | Start Inking | Meeting Notes | OneNote

Subject: Metro notification for story: Card provider on the move (ID 69324)

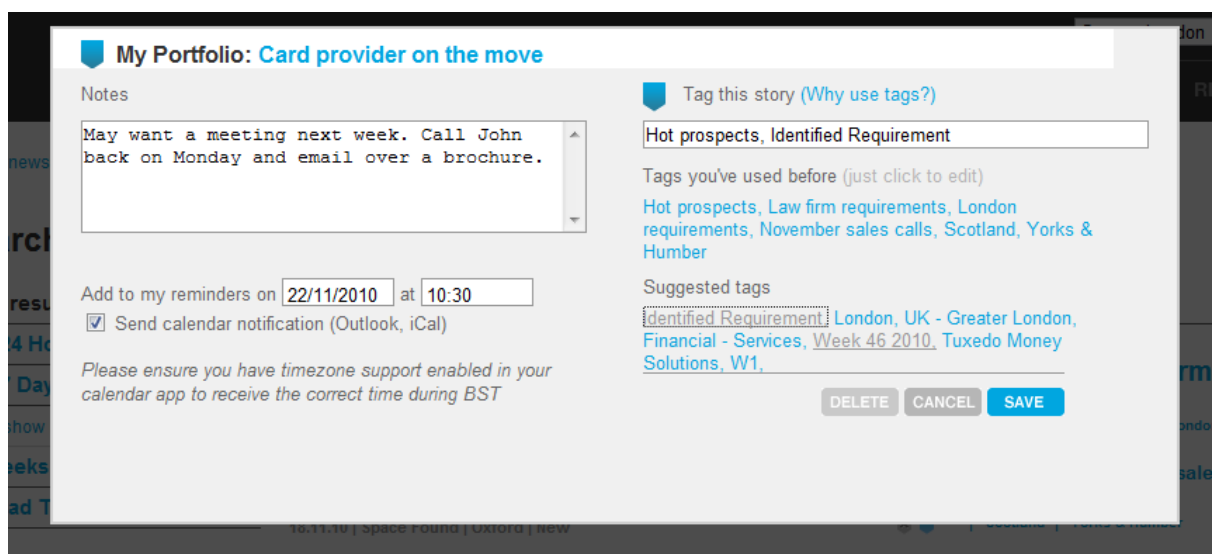
Location:

Start time: Mon 22/11/2010 10:30 | End time: Mon 22/11/2010 10:30 | All day event

Opening up the reminder attachment allows it to be saved into your calendar program

The next step of adding a tag is choosing a name for it. If you are unsure what to call your tag or are new to tagging a list of suggested tags are included in the bottom right hand section of the pop-up box. These can be selected by clicking on them. You can select more than one tag name by separating each tag name with a comma, for example "Hot prospects, Identified Requirement". However please note if you untag a lead it will disappear from all tag names associated with it.

Once you have selected your tag name press SAVE to return to the 7 days news screen. Please note you can edit a tag at any time by clicking on the blue shield icon next to the lead story headline.



Once you have completed your tag name press save to exit

Your new tag name should now appear under the list of tags located under **My Tags** to the right of the results list. Clicking the tag name will reveal a list of those leads now matched to it.

Tags with reminders set also include an icon which represents an alarm (See pic below).

Card provider on the move
19.11.10 | Identified Requirement | Central London - West End | New



On some browser versions hovering your mouse pointer over the alarm icon will also reveal the time and date set for the alarm plus any user notes.

Removing tags

To remove tags from a lead simply click on the grey shield icon (containing an x) to the right of the lead story headline. The lead will now be removed from the tag name. Please note if the tag name contains no leads it will disappear from the **My Tags** list and will also disappear from **My Reminders**.

Tagging groups of leads

If you want to tag more than one lead at a time you can use the [TAG ALL](#) function. This feature is located at the top right of the central results list. Lead lists created using keyword searches, [Big Search](#) or perhaps the last seven days news can be tagged in this way to save for reference later.

139 RECORDS		TAG ALL UNTAG ALL
Bank finds space		
19.11.10 Space Found Central London - City Update		
insurance broker takeover		
19.11.10 Potential Mover (Corporate) Manchester Update		
FA		
19.11.10 Space Found Burton-upon-Trent New		

If a large selection of leads is tagged you will notice that the font of the tag name under **My Tags** may be larger than other tag names you have set. The larger the font, the more results within the tag list and vice versa.

Please note when using [TAG ALL](#) you will not be able to add notes or reminders to leads. To remove all leads from a tag name select [UNTAG ALL](#). Using this feature will also remove the tag name from **My Tags**.

Please note: Removing tags also removes the notes you may have saved against a lead. If you intend to keep detailed notes we advise ticking the “Send calendar notification” box so notes are also saved in your email calendar program. We also advise taking great care when using the [UNTAG ALL](#) command.

My Reminders

To view the list of the reminders you have set when tagging individual leads click on the “My Reminders” heading located under “My Postcodes” and to the right of the central results list.

Reminders in blue are reminders set for future events and those in red are past due or due today. Reminders marked with a red asterisk are due on the day they are being viewed. When the due date for a reminder is exceeded by a month it will be removed from the list automatically.

Law firm to open office
22/11/10 09:00 AM

JMW Solicitors
Bill Jones
0845 8726666

136 RECORDS

Card provider
19.11.10 | Identified Requirement | Central London - West End | New

Investment manager looks for space
19.11.10 | Identified Requirement | Central London - West End | New

Relocation site found
18.11.10 | Space Found | Southampton | New

Architect appointed for £30m visitor centre
18.11.10 | Space Found | Oxford | New

Architect appointed
18.11.10 | Space Found | Southend | New

HQ refurbishment planned
18.11.10 | Space Found | Hull | New

My Portfolio

My Tags ?

My Postcodes ?

My Reminders * ?

Relocation site found *

Griffon Hoverwork | 19/11/2010

Law firm to open office
JMW Solicitors | 22/11/2010

Card provider on the move
Tuxedo Money Solutions | 22/11/2010

Law firm gearing up for search
Goodman Derrick | 01/02/2011

Viewing reminders

Hovering your mouse over a reminder will display its details including the relevant company, company contact and telephone number. To view the lead associated with the reminder a Keyword search on the company name can be performed via the single keyword search box located above **My Portfolio**.

Please note if a lead is untagged it will disappear from the My Reminders list.

My Postcodes

The **My Postcodes** option under **My Portfolio** allows sorting of the last twelve months' leads by postcode or postcode group. To perform a postcode search simply enter the first few letters of the postcode in the dark coloured box, e.g. EC1, and then press ENTER on your keyboard.

My Portfolio

My Tags ?

My Postcodes ?

EC1

EC1 × GU1 × L1 × S1 × SE1 ×

 City   City of London 
 EC1   Guildford 
 Liverpool   Mid Town 

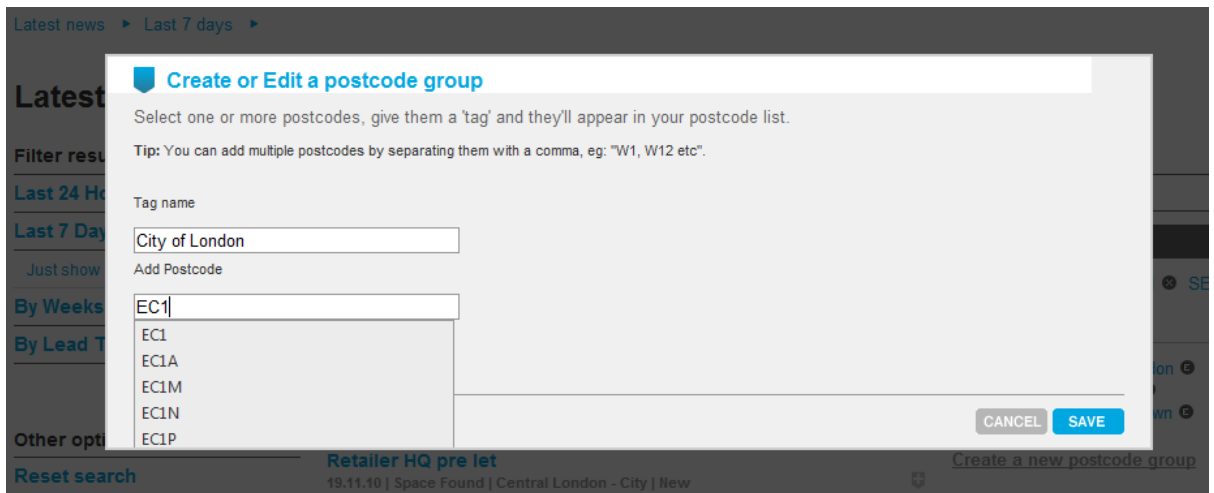
[Create a new postcode group](#)

Using My Postcodes

Next select the postcode you want by clicking on the link you have just created. Any postcodes you have entered in this way will remain in a list below the postcode entry box, unless they are deleted by selecting the x next to the postcode.

Once you have created a list of leads filtered by your selected postcode you can further filter this list using the “Filter results by” feature on the left of the screen. Filtering [By Lead Type](#) or [By Weeks](#) can create useful target lists.

If you want to search the last twelve months' leads by more than one postcode at a time then [Create a new postcode group](#) can be selected.



Using [Create a new postcode group](#)

To use this feature choose a tag name for the postcode group (e.g. City of London) and then add the first few letters of the first postcode you wish to add to your postcode group.

A drop-down list will appear as you type and your preferred postcode can be selected. Once you have selected a postcode it will appear underneath the lower white box allowing you to add further postcodes until you have those required for your postcode group.

Click save to exit and your new postcode group tag will appear in the bottom half of the **My Postcodes** section. To create a list of the last twelve months leads filtered by your new postcode group click on the tag name.

Postcode Groups can be edited or deleted by clicking on the E symbol to the right of each tag name.

4. Top 10s

The menu on the right hand side of the Latest News page contains a list of top 10 companies by sector. Clicking on a sector reveals a list of the top 10s in that sector, and clicking on a company's name performs a keyword search on that name and displays a list of results.

The size of the text reflects the number of database "hits" the company name has on the Metropolis online system.

Top 10s...

Law Firms

Clyde & Co |
McDermott Will & Emery
| **Pinsent Masons** |
Greenberg Traurig |
Shoosmiths |
**Orrick Herrington
& Sutcliffe** | **Allen &**
Overy | **Beachcroft** |
Speechly Bircham | **Lovells**

Overseas Banks

Investment Banks

Media

Pharmaceuticals

Architects (Interior)

Contractors (Fit out)

Architects (Base Build)

Contractors (Base Build)

Developers

5. Keyword searches

Keyword search of last 365 days news

The keyword box at the top right of the Latest News page can be used to search through the last 365 days stories by keywords.

MORE SEARCH OPTIONS

5 days ▶

18 RECORDS [BACK TO LATEST NEWS](#)

[TAG ALL](#) | [UNTAG ALL](#)

My Portfolio

Bank search rumour

02.11.10 | Identified Requirement | Reading | New

Law firm reorganisation

25.10.10 | Space Found | Liverpool | New

Overspill for bank

12.10.10 | Space Found | Central London - Docklands | New

Bank search rumour

28.09.10 | Identified Requirement | Bracknell | New

My Tags ?

My Postcodes ?

My Reminders ?

Early days for accountant search

Baker Tilly | 10/01/2011

Searching the database by keywords

Type in your keyword or keywords and press Enter on your keyboard to run the search. For example, the word “BANK” will bring up all the stories in the last 365 days containing the word “BANK” in the text. The maximum number of results that will be displayed is 300.

Searches are not case sensitive. When searching for a company name, speech marks can be used to isolate the keyword from other words and produce a more tailored list. For example searching for “ING” rather than ING.

Freetext is a very flexible way to search the Metropolis database. Popular searches include searching by company name, by postcode or by business type etc. A search for an architect practice for example will bring up a list of the projects that architect has worked on. You can also search by Story ID in the keyword search boxes.

Keyword search – [MORE SEARCH OPTIONS](#)

By clicking on [MORE SEARCH OPTIONS](#) under the freetext box at the top right of the Latest News screen, additional search options will appear. The top three boxes allow freetext searching by keyword, and offer the option of searching by up to three keywords with AND, OR and NOT filtering available.

You will notice that there is also a **DATE FROM** and **TO** box, which allow results to be refined by the date the story was added to the database. **DATE FROM** and **TO** dates can either be selected via the calendar popup, or if you prefer by clicking away from the calendar and entering the dates manually. If dates are entered manually it is important to keep to the existing date format, which is day/month/year (e.g. 25/11/2009 TO 23/12/2009).

A keyword search of this type can be filtered by region. Simply select your preferred region or All from the drop down menu. Once you are happy with your search parameters select the [SEARCH](#) button to produce a results list.

You can also use [MORE SEARCH OPTIONS](#) to produce a list of particular weeks’ leads. To achieve this select the “Week no” from the drop down menu (e.g Week 48 (21/11/10). The week number corresponds to the number of the week in the current year and the date in brackets is the starting point of the week. This is a useful option if you want to pick up and create a PDF report or Tag of the a particular weeks’ leads yourself.

You can also use keywords in combination with “Week no” to produce a list of leads from that week containing your keyword choice.

[FEWER SEARCH OPTIONS](#)

LEASE AND OR NOT EXPIRY AND OR NOT 2011

LEADS ADDED IN Week no OR FROM 12/11/2005 TO 12/11/2010

170 RECORDS

[TAG ALL](#) | [UNTAG ALL](#)

Bank agrees Paris deal

12.11.10 | Space Found | Paris | New

Insurance firm will find own offices

12.11.10 | Identified Requirement | Leeds | Update

My Po

My Tags

My Postco

My Remind

Select a region

Select a region

All regions

East Midlands

East of England

Greater London

North

North West

Northern Ireland

Scotland

South East

South West

Wales

West Midlands

Yorks & Humberside

Keyword searching with [MORE SEARCH OPTIONS](#)

6. Big Search

The aptly named Big Search allows subscribers to search the entire Metropolis database (over 55,000 records in the UK) by several criteria. Big Search is a fast and easy way to produce a tailored list of opportunities, and when selected loads a new page of options. To access Big Search select [Big Search](#) from the left hand menu on the Latest News page.

[Latest news](#) • [Big search](#) •

Big Search

Use this search to perform detailed, low-level searches of the Metropolis database going back over ten years!

Story Date	01/01/1998	25/11/2010
Move Date	25/11/2010	25/11/2013
Or Week Number	Week no	

Lead Type	All Identified Requirements Potential Movers Space Found Development Projects
Update	New
Project Type	All Centres - business park Centres - call centre Centres - co-location/data Centres - computer centre
Business Type	All Accountants Actuaries Airline Architects
Country of origin	All

Address		E.g. Street, road or town, but not postcode
Postcode / ZIP		3 characters maximum, e.g. EC1, W12, L2
City		
London Area	All	
County	All	
Region	All	
Country	United Kingdom	
Region / Continent	All	

Size	No Minimum	--	500,000
Measurement	☐ Sq ft ☒ Sq m		

[Search](#)

[Reset](#)

[Big](#)

[Search](#) offers a number of options for searching the entire database

Searches can be tailored by story date, move date, week issue number, lead type, update yes or no, project type, business type, country of origin, keyword, geographic location (including postcode) and project size.

Once you have entered your search criteria, click on the [SEARCH](#) button at the bottom of the screen. To clear the search screen and start again select [RESET](#).

A maximum of 300 records can be displayed, and if you exceed this number it is best to refine your search and run it again to avoid missing any relevant opportunities.

The results list will display on the Latest News page in date order (latest leads at the top). To expand all the headlines click [Expand All](#) on the left hand menu. You can also view the entire results list by selecting [Create PDF with Results](#) on the same menu. Individual leads can also be tagged and added to your preferred tag group or the [TAG ALL](#) command can be used to tag the entire results list to a tag group (see the My Tags section of this guide for further details on tagging).

To navigate back to [Big Search](#) you can select the back arrow on your browser or click on [Big Search](#) again in the left hand menu.

Search Results • Identified Requirement • 01/01/10 to 25/11/10 •

Search Results

Filter results by

- Last 24 Hours
- Last 7 Days
 - Just show me new ones
- By Weeks
- By Lead Type

Other options

- Reset search
- Recent searches
- Big search
- Expand All
- Create PDF with Results

73 RECORDS [BACK TO LATEST NEWS](#) [BACK TO BIG SEARCH](#) [TAG ALL](#) | [UNTAG ALL](#)

- [Law firm linked to search](#)
22.11.10 | Identified Requirement | Central London - City | New
- [Chambers reviewing options](#)
15.11.10 | Identified Requirement | Central London - Mid Town | Update
- [Law firm pauses division search](#)
15.11.10 | Identified Requirement | Central London - City | New
- [Law firm possible move](#)
12.11.10 | Identified Requirement | Central London - City | Update
- [Law firm considers move](#)
25.10.10 | Identified Requirement | Central London - West End | Update
- [Law firm now searching](#)
11.10.10 | Identified Requirement | Central London - Mid Town | Update
- [Law firm draws up HQ shortlist](#)
06.10.10 | Identified Requirement | Central London - Mid Town | Update
- [US law firm search](#)
23.09.10 | Identified Requirement | Central London - Mid Town | New
- [Law firm considers relocation](#)
23.09.10 | Identified Requirement | Central London - City | Update
- [Law firm makes temporary move](#)
08.09.10 | Identified Requirement | Central London - City | Update
- [Law firm delays search](#)
08.09.10 | Identified Requirement | Central London - City | Update
- [Law firm discussing EC4 move](#)
07.09.10 | Identified Requirement | Central London - Mid Town | New
- [Law firm to search in 2011](#)
06.09.10 | Identified Requirement | Central London - City | Update
- [Law search confirmed](#)
06.09.10 | Identified Requirement | Central London - West End | Update
- [US law firm eyes search](#)
06.09.10 | Identified Requirement | Central London - Mid Town | New
- [Law firm requirement](#)
31.08.10 | Identified Requirement | Central London - Mid Town | New
- [Larger search for law firm](#)
31.08.10 | Identified Requirement | Central London - City | Update
- [Law firm confirms move plan](#)
24.08.10 | Identified Requirement | Central London - West End | Update
- [Law merger prompts search](#)
11.08.10 | Identified Requirement | Central London - City | Update
- [Major search for US law firm](#)
09.08.10 | Identified Requirement | Central London - City | New
- [Barristers step up search](#)
04.08.10 | Identified Requirement | Central London - Mid Town | Update
- [Law firm move still mooted](#)
02.08.10 | Identified Requirement | Central London - Mid Town | Update
- [Law firm HQ search rumour](#)
02.08.10 | Identified Requirement | Central London - Mid Town | New

My Portfolio

My Tags

- Hol prospects | Law firm requirements | London
- requirements | November sales
- calls | 88H | Bootland | Yorks & Humber | Yorkshire updates

My Postcodes

My Reminders

Top 10s...

Law Firms

- Clyde & Co | McDermott Will & Emery | Pinsent Masons | Greenberg Traurig | Shoosmiths | Orrick Herrington & Sutcliffe | Allen & Overy | Beachcroft | Speechly Bircham | Lovells

Overseas Banks

- Investment Banks
- Media
- Pharmaceuticals
- Architects (Interior)
- Contractors (Fit out)
- Architects (Base Build)
- Contractors (Base Build)
- Developers

Results list of a Big Search. Example is new law firm office requirements in London.

7. Weekly Email

Metropolis clients receive an automatic email sent out each week on a Sunday. This email contains the headlines from the last seven days leads. To access the leads themselves subscribers must click on the email link and enter their username and password on the Metropolis login page. Once logged in a page containing all the leads from the last seven days will be displayed. For security reasons this page can be viewed on screen and printed but cannot be copied and pasted.

Subscribers can also produce their own weekly lead results lists by selecting the preferred "Week No" under [MORE SEARCH OPTIONS](#) and creating a PDF of the results list. Alternatively tailored weekly lead lists can also be created using [Big Search](#).



This week's UK Metropolis Leads

Week 20 2010 : 104 stories

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Office refurb to complete in October: UK – Surrey: Space Found : (Update)

Northrop Grumman Sperry Marine Ltd has started work on the refurbishment of its offices. The manufacturer of navigational instruments selected a contractor last year and hopes to complete the work in late October 2010. Staff were not keen to release details of the main contractor. Bruce Claridge, facilities manager, can be reached at Burlington House, 118 Burlington Road, New Malden, KT3 4NR (020 8329 2000). There are currently 200 staff based at the UK head office, 160 of which are office based. (Update 60153) . . Story ID: 65430 Copyright 2010 Metropolis Property Research Ltd.

Council awaits move date: Bedford: Space Found : (New)

Bedford Borough Council has told Metropolis that it is to move its staff out of current offices at Bedford Town Hall, St. Paul's Square, MK40 and will relocate to Borough Hall, where it currently shares some space with Central Bedfordshire Council (CBC). A contact at Bedford Borough Council told Metropolis that it expects CBC to vacate in August to enable it to carry out a re-fit of the building, although the move has already been delayed several times. Interested parties should contact David Joyce, Land and Property Service Manager, for updates. He is based at Bedford Borough Council, Town Hall, St Paul's Square, Bedford, MK40 1SJ (01234 221 739 direct).. Story ID: 65432 Copyright 2010 Metropolis Property Research Ltd.

Metropolis weekly email

8. Search tips

- a) Keep a record of all searches you undertake, this will prevent duplication of effort. You can use the new Metropolis lead tagging system to save your search results.
- b) You can create a pdf or tag list of the most recent weekly leads issue yourself by selecting [MORE SEARCH OPTIONS](#) on the top right of the Latest News page and selecting the corresponding week from the Week no drop down menu.
- c) When performing historical searches, bear in mind that older records may have been updated. Check the "[Last twelve months news](#)" and "[Related news item](#)" links before contact to ensure you have the most up-to-date record of the project.
- d) Don't be afraid to try out some speculative searches using keywords. Keywords such as lease expiry, expansion or refurbishment can bring up some golden opportunities. You can be as specific as you like - for example try searching for "carpets", "partitioning" or "furniture", or "lease expiry".
- e) If you need to split the weekly leads into postcodes areas each week for your sales force, you might want to try setting up postcode groups using **My Postcodes**. A postcode search using this method can be filtered [by Weeks](#) on the left hand menu to display those leads that fall within a certain postcode area for that particular weekly lead issue.
- f) Create your own leads! Since the database goes back to 1998, why not try a few searches for companies that moved four years ago? Most leases are either five or ten years, and you can specify move date in [the Big Search](#) screen. Alternatively try a keyword search for "refurbish" and "refurbishment", specifying a story date five or more years ago. Perhaps time to smarten up the space again?
- g) If you are new to Metropolis, build your prospect list quickly with Date and Lead Type searches using [Big Search](#). Make the most out of your subscription by finding projects that may still be activate, as well as acting on new information.
- h) The address field under [Big Search](#) is also a keyword box. This can offer a further degree of tailoring when historical searches are performed. For example, search for keyword "refurbishment" and select "Central London-City" under London area.
- i) Pressing CTRL and the + key together will zoom in and make the content of the page you are viewing larger. Pressing CTRL and the – (Minus) key will zoom out.
- j) You can search within a results list by utilising your Web Browsers search functionality: pressing CTRL and F together (Find) will allow you to search by keywords within the results list. The next button will highlight where each word appears in the text of each story.

9. Troubleshooting

a) Authorising your machine for database access

- Authorisation problems are commonly caused by selecting an expired authorisation link within an old authorisation email. Each time you select the link to authorise your computer following login, the link contained within the latest authorisation email must be used. Older versions of the authorisation email will not work.
- If your authorisation email fails to arrive within 10 minutes, log back into Metropolis and select the authorisation link again. If it fails to arrive a second time please contact us as there may be a problem with our record of your email address.
- Once authorised, your username and password are also linked to the web browser used for authorisation (e.g. Internet Explorer). If you try to access Metropolis via another web browser (e.g. Firefox or Safari) on the same computer, you will need to go through the authorisation process again in order to access the database on the other web browser.
- If you have received an authorisation email but have not been trying to authorise a new computer/smart phone, then it is possible an unauthorised user may have a copy of your username and password details. Please contact us immediately if this happens and we will issue you with new login details.

b) Navigating within pick lists

- Problems navigating within pick lists (such as the County or City pick list in [Big Search](#)) are commonly caused by older versions of popular web browsers, for example Internet Explorer 6. Older browsers may not allow the use of short cut keys to jump ahead within a pick list (e.g. pressing L to jump to London under the City pick list). We recommend the use of the latest version of web browsers such as Internet Explorer, Firefox and Safari to avoid problems such as this.

c) Keyword searches

- If you are carrying out a keyword search on a company name but find you are producing too many unrelated results, try adding speech marks to your keyword. For example instead of searching for ING, search for "ING". Speech mark searches look for the full key word, rather than part of it.
- Company names containing the & symbol can be problematic for keyword searches. If you are having problems finding results for Marks & Spencer for example, try searching under [MORE SEARCH OPTIONS](#) and utilising the [AND](#) function. This will allow you to search for "Marks" [AND](#) "Spencer".

d) Accessing Metropolis via smart phone

- To access Metropolis via the web browser on a smart phone, such as an iphone, you may need an additional password set up. Please note some smart phone browsers may not support all the features available on new Metropolis.

If you need any help using the Metropolis online database or have any suggestions for improvements to the Metropolis User Guide please contact Simon Sluszy on 01296 631 186 or email simon@metroinfo.co.uk.